

Your 2021–2022 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information, we will compare your FAFSA with the information on this institutional verification worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this institutional verification worksheet and submit with other required documents to the Office of Financial Aid. We may ask for additional information. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

### A. Independent Student's Information

Student's Last Name First Name M.I.

Athens State Student ID Number

Student's Street Address (include apt. no.)

Student's Date of Birth

City State Zip Code

Student's Email Address

Student's Home Phone Number (include area code)

Student's Alternate or Cell Phone Number

### B. Independent Student's Family Information

**Number of Household Members:** List below the people in your household. Include:

- Yourself and your spouse, if married.
- Your children or spouse's children if you or your spouse will provide **more than half of their support** from July 1, 2021, through June 30, 2022, even if the children do not live with you.
- Other people if they now live with you and you/spouse provide **more than half of their support** and will continue to provide **more than half** of their support through June 30, 2022.

**Number in College:** Write your name on the first line and then names of all household members in the spaces below. Then, write the name of the college for any household member who is, or will be, enrolled **at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution** any time between July 1, 2021, and June 30, 2022. If you need more space, attach a separate page with your name and student identification at the top.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time (Yes or No)
		Self	Athens State University	

**Note:** We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate

### C. Independent Student's Income Information (Please read the instructions carefully)

Student Check one	<b>1. TAX RETURN FILERS (IF YOU FILED TAXES)</b> – If you complete this section do not complete Section 2 –	Spouse Check one
<input type="checkbox"/>	I <b>have used</b> the IRS Data Retrieval Tool to retrieve and transfer my 2019 IRS income information into the student's FAFSA.	<input type="checkbox"/>
<input type="checkbox"/>	I <b>have not used</b> the IRS Data Retrieval Tool when filing the FAFSA on the web. I have attached the 2019 IRS Federal Tax Return Transcripts to this worksheet. To request a Tax Return Transcript online or by mail from the Internal Revenue Service go online to <a href="http://www.irs.gov">www.irs.gov</a> . Make sure to request the "IRS Tax Return Transcript", not the "Tax Account Transcript". There is also an Automated Telephone request that is also available to request a Tax Return Transcript at 1-800-908-9946. A Paper Request Form 4506-T is available on the IRS website to request an "IRS Tax Return Transcript". Verification cannot be completed until all tax return transcripts have been received.	<input type="checkbox"/>
<input type="checkbox"/>	I am <b>unable or choose not to use</b> the IRS Data Retrieval Tool when filing the FAFSA on the web. I have attached or will provide a <b>signed copy of the 2019 Federal Income Tax Return and applicable schedules</b> . Verification cannot be completed until all signed tax returns and applicable schedules have been received.	<input type="checkbox"/>
Student Check one	<b>2. TAX RETURN NONFILERS (IF YOU <u>DID NOT</u> and <u>WILL NOT</u> FILE TAXES)</b> – Only complete this section if you did not complete Section 1 –	Spouse Check one
<input type="checkbox"/>	Check here if you or both you and your spouse were not employed and had no income earned from work in 2019. <b>A non-filer statement from the IRS is required. Please submit with this worksheet.</b>	<input type="checkbox"/>
<input type="checkbox"/>	Check here if you and/or your spouse worked, but did not file, and were not required to file a 2019 Federal Income Tax Return. List the name of all employers and wages received in 2019 below. Attach a separate page if needed. <b>Copies of W2(s) or an equivalent are REQUIRED. A non-filer statement from the IRS is required.</b>	<input type="checkbox"/>

Student's Employer (s)	2019 Wages	W2 or an equivalent Required	Spouse's Employer (s)	2019 Wages	W2 or an equivalent Required
		Yes			Yes
		Yes			Yes
		Yes			Yes
		Yes			Yes

### D. General, Household and Tax Information Certification and Signature

Each person signing below certifies that all of the information reported is complete and correct. **Note: Typed signatures are not accepted.**

**Warning: If you purposely give false or misleading information you may be fined, be sentenced to jail, or both.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student's ID Number

\_\_\_\_\_  
Spouse Signature (optional)

\_\_\_\_\_  
Date

**Do not mail this worksheet to the U.S. Department of Education. Submit this worksheet to the financial aid administrator at your school in person or via the post. We cannot accept over fax or email. You should make a copy of this worksheet for your records.**

## E. Identity and Statement of Educational Purpose *(To Be Signed at the Institution OR in the presence of a Notary)*

**The student must appear in person at Athens State University** to verify his or her identity by presenting an unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated by the institution with the date it was received and reviewed, and the name of the official at the institution authorized to receive and review the student's ID. In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided below.

**OR**

**If the student is unable to appear in person at Athens State University to verify his or her identity, the student must provide to the institution:**

- (a) A copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement below or that is presented to a notary, such as, but not limited to, a driver's license, other state-issued ID, or passport **must also be mailed** to the institution with this form; and
- (b) The original Statement of Educational Purpose, which is provided below, must be notarized. If the notary statement appears on a separate page than the Statement of Educational Purpose, there must be a clear indication that the Statement of Educational Purpose was the document notarized.

### Statement of Educational Purpose

I certify that I, \_\_\_\_\_, am the individual signing this Statement of Educational Purpose and that the federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Athens State University for 2021–2022.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Social Security Number

### Notary's Certificate of Acknowledgement

*To be used ONLY if student is not able to appear on campus*

State of \_\_\_\_\_ City/County of \_\_\_\_\_

On \_\_\_\_\_, before me, \_\_\_\_\_  
Date Notary's name

Personally appeared, \_\_\_\_\_, and proved to me on basis of satisfactory evidence of  
Printed name of signer

identification, \_\_\_\_\_ to be the above-named person who signed the foregoing instrument.  
Type of unexpired government-issued photo ID provided

WITNESS my hand and official seal:

SEAL

\_\_\_\_\_  
Notary Signature

My commission expires on \_\_\_\_\_  
Date

## F. High School Completion Status

Student's Last Name

First Name

M.I.

Athens State Student ID Number

Provide one of the following documents that indicate the student's high school completion status when the student will begin college in 2021–2022.

Please indicate which item you have provided:

☐

A copy of the student's high school diploma.

☐

A copy of the student's final **official high school transcript** that shows the date when the diploma was awarded.

☐

A State certificate or transcript received by a student after the student passed a State-authorized examination that the State recognizes as the equivalent of a high school diploma (GED test, HiSET, TASC, or other State-authorized examination).

☐

An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.

☐

For a student who was homeschooled in a State where State law requires the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a copy of that credential.

☐

For a student who was homeschooled in a State where State law does not require a homeschooled student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a transcript, or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and includes a statement that the student successfully completed a secondary school education in a homeschool setting.

☐

A copy of the "secondary school leaving certificate" or similar document for students who completed secondary education in a foreign country.

☐

If the student is unable to obtain the documentation listed above, please indicate here and contact the financial aid office.

## G. Educational Purpose and High School Completion Certification and Signature

Each person signing below certifies that all of the information reported is complete and correct. **Note: Typed signatures are not accepted.**

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Student Signature

Student's ID Number

Spouse Signature (optional)

Date

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